

Job description – Careers Coordinator



Job title	Careers Coordinator
Salary range	Bucks Pay Range 3: Actual pro rata salary £7,004 to £7,571 dependent on experience
Contract	14 hours per week – specific working hours to be agreed. 39 weeks per year. Term time only with some occasional evenings/weekends to support career events
Line Management	Assistant Head Teacher – Getting Life Ready
Purpose of the role	
To provide excellent administrative and organisational support to the SLT Strategic Lead for Careers provision across the school, ensuring that our statutory responsibilities are met and that girls are prepared for life beyond school in a way that fulfils their aspirations.	
Duties and responsibilities	
<p>Main duties & responsibilities:</p> <p>To work with the SLT Strategic Lead to:</p> <ul style="list-style-type: none"> • To meet statutory obligations laid out in Gatsby Benchmarks and organisational skills • To provide excellent administrative skills • To keep up to date with statutory careers policy and strategy and report to senior leaders on this • To review our delivery of the Gatsby Benchmarks regularly using the Compass Toolkit and ensure we continue to make progress • To ensure BHS has an operational tracking system. • To map Careers across the curriculum, including PSHE • To design, develop & run appropriate Work Place Experience Days & Work Shadowing opportunities for compliant with Gatsby Benchmarks • To investigate the use of online career selection/profiling tools • To strengthen and develop links with external agencies such as the Bucks Skills Hub and Adviza and to work with their independent careers adviser in school, the enterprise adviser, employers, apprenticeship provider and FE colleges • To create, coordinate and audit opportunities for girls from a range of year groups to access a variety of careers talks, encounters with employers and explore alternative routes into employment • To take the lead in the organisation of a Careers Fair & Career speed dating events for KS4 • To develop Careers content on the Sharepoint and the school website • To carry out duties as may be required from time to time commensurate with the overall responsibility of the post • To help Careers lead evaluate Careers provision by liaising with stakeholders. 	

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- Meet our Careers Link and Enterprise Link as and when needed and provide feedback to SLT lead.
- Keep staff, students and parents informed of relevant careers news, events, and information through promotion and marketing avenues.

Skills and Experience

The successful candidate will have:

Excellent administrative skills.

Excellent attention to detail and accuracy.

Excellent communication skills, both verbally and in writing.

Good IT skills including MS Excel skills.

Ability to word process and present documents to a high standard. Experience of working with SIMS would be beneficial but training can be provided.

Good organisational skills with the ability to work flexibly and proactively and adapt to different projects and requests and work to tight deadlines.

A professional working ethic and commitment to raising standards in all areas of responsibility.

Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable.

Previous knowledge and experience of careers provision or a willingness to learn about careers provision and Gatsby Benchmarks.

October 2019

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.